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7 December 1955

MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT : Cancellation of Membership in the Career Staff

REFERENCE : Career Staff Selection Criteria (15 November 1954)

1. PROBLEM:

a. To establish procedures for removal from the Career Staff of those members who fail to maintain the standards established for membership.

2. ASSUMPTIONS:

a. There will be members of the Career Staff whose membership should be cancelled for various and sufficient reasons.

b. It is necessary to establish procedures for supervisors, Heads of Operating Components, Heads of Career Services, Examining Panels, and the CIA Selection Board to permit the removal from the Career Staff in an orderly and equitable manner of individuals who no longer qualify for membership.

3. FACTS:

a. There are individuals who have failed to maintain the standards established for membership in the Career Staff. In certain cases

(1) it has been impractical to initiate procedures leading to termination of employment or

(2) the sub-standard factor has not been deemed sufficient to warrant termination.

4. DISCUSSION:

a. The principal work load of the CIA Selection Board at present is to grant membership in the Career Staff to those persons who have applied for membership and to screen out those applicants who do not meet the criteria established by the CIA Selection Board and CIA Career Council. A screening process should also be used for members who subsequently fail to maintain the standards established for membership in the Career Staff.

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b. Regulation [REDACTED], recently approved by the CIA Selection Board and by the CIA Career Council, establishes the policy that removal from the Career Staff will take place in appropriate cases. When an individual becomes eligible for membership in the Career Staff, procedures have been established to review the suitability of the individual to determine if he meets the standards of Job Performance, Personal Conduct, and Evidence of Intent to accept the obligations inherent in Career Staff membership. However, no procedures have been established to review periodically the suitability of individual members to determine if they still meet the established standards. At the present time, it would not be feasible to review the entire membership of the Career Staff on a continuing basis to determine if each member still meets the standards, nor has it ever been anticipated that there would be a scheduled periodic review of the suitability of each member. Therefore, other procedures have to be established to "select out" of the Career Service.

c. An individual's supervisor, the Head of an Operating Component, the Head of the individual's Career Service, and the seven offices of record (Personnel, Security, Medical, Training, Comptroller, Inspector General, and Inspection and Review) are the focal points within the Agency that will be in a position to know if an individual, at any time, fails to uphold the standards established for membership in the Career Staff. The burden should be placed on the individual's chain of command for recommending to the CIA Selection Board through the Head of the appropriate Career Service that the membership of the individual should be cancelled.

d. If the responsibility is placed on the individual's chain of command and on his Career Service, as in c. above, the following procedures could be followed:

(1) When a supervisor, or Head of an Operating Component has evidence that an individual's performance or conduct or intent has fallen below the acceptable standards for membership in the Career Staff to such an extent that the membership should be cancelled, he will furnish this information to the Head of the individual's Career Service with recommendations. The Head of the Career Service may recommend to the Selection Board that the individual's membership in the Career Staff be cancelled. The Head of the Career Service may also make such a recommendation on his own initiative. The pertinent information may have

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come from the supervisory relationship or from any one of the seven offices of record. The Selection Board will entertain such recommendations only from the Head of the appropriate Career Service.

(2) The Selection Board will determine whether the Board will review the case or whether it will be referred to an Examining Panel. In either case, the individual will be interviewed, subject to the concurrence of the Director of Security.

(3) The Executive Director of the Selection Board will notify the individual concerned 30 days before the date of the hearing and will request the seven offices of record to comment on the recommendation.

(4) The Selection Board (or an Examining Panel, depending on the determination in (2) above) will review all pertinent information, interview the individual concerned and such other persons as it may deem necessary, and prepare a Finding on its deliberation.

(5) A copy of the Finding will be sent to the Head of the appropriate Career Service for his comment before the Selection Board acts on the recommendation of the Examining Panel.

(6) The Selection Board will make the final determination.

(7) The individual concerned will be notified through the Head of his Career Service by classified memorandum of the decision of the Selection Board.

(8) If an Examining Panel, rather than the Selection Board, has reviewed the case and interviewed the individual, the Selection Board may entertain an appeal by the individual at his initiative, to appear before the Board, within ten working days from the date of the notification; otherwise, the determination becomes final.

5. CONCLUSION:

a. Satisfactory procedures can be devised to screen out of the Career Staff, when necessary, those members who fail to maintain standards established for membership in the Career Staff.

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6. RECOMMENDATION:

a. That the CIA Career Council be requested to review and approve the procedures proposed in paragraph 4d(1) through (8), above.

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Executive Director  
CIA Selection Board

Concurrence:

Approved by the CIA Selection Board at its 12th Meeting on 22 November 1955, and forwarded, for consideration, to the CIA Career Council. RB

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